

Dec 1978

(b) November 24

MEMORANDUM FOR: Colonel white

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25X1A2G

1. The attached proposed notice [redacted] developed by Mr. [redacted]. While the language is good from a legal standpoint, it leaves much to be desired when considered in the light of the fact that it will be read and used by many untrained, actually uninterested, employees [redacted].

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2. It is most urgent that [redacted] reason, I feel we should expedite it and not take the time to rewrite.

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3. The payroll section of the Finance Division needs answers on many points from each individual [redacted] before the middle of January. To meet this deadline the Notice must be printed early next week.

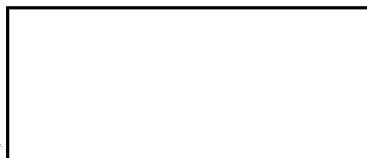
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4. This Notice specifies out the mechanics of using the [redacted] [redacted] and will contain sample returns to illustrate the method of completing the forms. It has been coordinated with interested components.

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5. Recommend signatures (4).



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